HR
WSD **Personnel**

Create / Maintain Functions

(pencil icon)	Use **CHANGE** to correct errors; does not maintain history
(document icon)	Use **CREATE** to create new infotypes, overrides data and delimits existing infotype; maintains history
(copy icon)	Use **COPY** to eliminate some data entry when creating new infotype records; maintains history
(delimit icon)	Use **DELIMIT** to assign an end date to an existing infotype; creates a unique record; maintains history
(overview icon)	Use **OVERVIEW** to view complete history of an infotype
(glasses icon)	Use **DISPLAY** to view individual records

Model	Name	Description	Amount Taken
WA01	Every Pay Period	Monthly	Half Amount
WA02	25th Pay Period	Monthly	Full Amount
WA03	10th Pay Period	Monthly	Full Amount
WA04	Every Pay Period	Semi-Monthly	Full Amount

Commonly Used Infotypes

Infotype Name	Number	Information Included
Bank Details	IT0009	Bank and account information
Recurring Payments/Deductions	IT0014	Payments and deduction amounts, frequency
Additional Payments	IT0015	Payment and deduction information
Display Residence Tax	IT0207	The employee's residence to derive the tax authorities that apply to residents.
Display Unemployment state	IT0209	This is to track the County of employment
Withholdings Info W4/W5 US	IT0210	Filing status, exemptions, and withholdings
Additional Withholdings Info US	IT0234	Override group for medical aid

NOTE: When the delimit function is used the date entered must be the **first day the plan or deduction is no longer valid**. For example if a period terminated on March 31st you would enter April 1st when performing the delimit function during the separation action.

Effective Dating For Payroll Calculations

| Infotype | Payroll Calculates Based On | Result

When payroll runs it looks… | Example

When payroll runs for… |
|---|---|---|---|
| ■ Health Plans (0167)

■ Additional Withholding Info US (0234)

■ Garnishment Documents (0194)

■ Garnishment Order (0195)

■ Other US Taxes (0235)

■ Withholding Info W4 (0210) | **Check Date** | at the check date for the participation. The infotype record that is active on the check date will be calculated for the entire period. There is no proration periods.

 Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another date, you will need to use that date. | the last half of March it will look at the April 10th check date to determine plan participation and calculate the deduction for the entire period regardless of the start date. |
| ■ Bank Details (0009)

■ Bond Denominations (0004)

■ Bond Purchases (0003)

■ Misc. Plans (0377)

 (Optional Life & Optional LTD)

■ Savings Plans (0169) | **Period End Date** | at the last day of the pay period for participation. The infotype record that is active on the last day of the period will be calculated for the entire period. No proration for partial periods. (Except on IT0014 union dues must be valid for the entire period unless there is a transfer in or out of a union dues required position.) | for April 10th it will look at March 31st to determine plan participation and calculate the deduction for the entire period regardless of the start date. The only exception in union dues, they must be effective for the entire period unless there is a mid period transfer involved. |
| ■ Additional Payments (0015)

■ Recurring Paymnts/Dedctns (0014) | **Any Day Within The Period** | at all of the infotype records that are active any time within the current payroll period. There is no proration for partial periods. | for April 10th it will process any records that were active any time from March 16th through March 31st. Note that if there are two records for the same wage type active at different times in the same period they will both be processed for the full amount. |

HRMS Payroll Schedule *Example*

HR
WSD **Personnel**

| Start of Payroll Period (March 16) | End of Payroll Period (March 31) | 1st & 2nd Business Day -- (April 1& 2) | 3rd Business Day -- (April 3) | 4th Business Day -- (April 4) | Pay Day (April 10) |

All Master Data Entered and up to date:

• Org Units

• Positions

• Employee Master Data

• Payroll Master Data

• Time

Enter all remaining time and last minute Master Data

Correct any errors found in "payroll run"

Correct any remaining errors.

Last chance to enter remaining time.

Payroll exits night of 3rd business day

Warrants Printed